

**Minutes of the Carlisle Board of Health
July 16, 2013**

Present: Board members Jeff Brem (Chairman), Catherine Galligan, Bill Risso, and Donna Margolies; absent was Vallabh Sarma; also present Linda Fantasia (Agent); Cynthia Sorn (Mosquito); Frances Lu, Terry Curran.

The meeting was called to order by the Chairman at 7:00 pm. at Carlisle Town Hall.

ADMINISTRATIVE REPORTS

Old Home Day Booth – Margolies, Galligan, and Fantasia tended the booth along with Frances Lu and Terry Curran who prepared presentations on their projects. The Board held a raffle for gift certificates to Sorrento's, Dunkin Donuts, Starbucks, Great Brook Ice Cream and Kimball's Ice Cream, as an incentive to stop by the booth. Winners were: Jackie O'Kelly, Matt Singh, Gale Constable, Carrie Liu, and Wayne Davis. A number of residents were interested in mosquito borne illnesses due to an article in the Carlisle Mosquito.

Middlesex Tick Task Force – The landscaping brochures, book marks and One Bite cards have been printed. The boxes need to be installed at the playing fields. Fantasia will check with the Boy Scouts.

2013 Annual Notice to Local Boards of Health – The Board reviewed this year's summary of new regulations and policies. Brem noted that the Children's Place is no longer classified as a public water supply due to low enrollment. The Board agreed that the well should still be tested.

Medical Marijuana Workshop – 9/19/13; Fantasia, Margolies and Terry Curran attending.

Mass Health Officers Association (MHOA) Conference – 10/23-10/25/13. A decision will be made at the next meeting on who will attend.

Community Health Network Area (CHNA) Capacity Building Grant - \$1000. It was recommended by the Director of CHNA 15 that Carlisle apply for this grant in order to build upon the video work already done. Galligan offered to review the application. The Tick Bite Prevention video was uploaded to YouTube. Fantasia said they are still having problems copying the video to DVD's for distribution to CCTV and other communities. Sorn suggested contacting her son.

DISCUSSION ITEMS

FY13 Year End Memo – The Board reviewed the year end balances. The operating account returned \$41.14 to the General Fund along with \$6,057.27 for license fees and copies; \$260.00 from the 53 E ½ account was turned into the General Fund from the newly instituted Title 5 fee (\$10 from the \$60 fee). The 53E ½ Revolving account started the year with only \$12,421.55 and dropped to around \$4500 at one point. The ending balance is \$16,319.08 as a result of restructuring the fees and a one-time investment of \$4500 from the Reserve Fund. The account should now be sustainable. There was no activity in the Water & Sewer Warrant article showing a balance of \$6,703.69. This money can be used for any town water related project. One loan in the amount of \$40,000 was approved under the Community Septic Loan Program. There is no balance in the account although the town had approved a loan amount of up to \$200,000 to keep the program active. Galligan prepared and submitted the annual financial report, signed by the Finance Director, to the Water Pollution Abatement Trust, Division of Local Services and Dept. of Environmental Protection as required. There is a residual amount (\$815.56) in the Title 5 Administrative grant. The Board received a final insurance reimbursement from Commonwealth Medicine. A total of \$535.26 was reimbursed to the town for the 2010 public flu clinic. The Board received \$500 from the Dept. of Public Health for the Teen Worker Safety project. All of the money was committed by 6/30/13. The total amount of \$4956.40 from CHNA "Tick Talk" grant was spent. The Board also received \$6612.00 under an MAPC Wellness Grant to work on increasing the number of multi-unit smoke free housing in town. The project began in April and will continue through September. The Board received \$4,422.37 as its local emergency preparedness allocation from Region 4A. Among the purchases were six weeks of Blackboard Connect, laptop, shelter supplies, and an Emergency

Preparedness Handbook template for residents. The Town will be responsible for the full Blackboard Connect contract next year. The board was pleased with the status of its accounts which are now all on sound footing.

FEES – Galligan explained that there were some recent requests that were not covered by the current fee schedule. She had worked with Fantasia to draft a policy on how to handle requests for expedited engineering services and an appropriate fee based on the time involved. There are occasions when a special service is warranted as a result of an unanticipated or unusual circumstance. As an example, Fantasia said there was a request for an expedited plan review due to a closing which could have resulted in significant financial hardship for the buyer and seller. It is not the Board's intention to accommodate poor planning practices on the part of the applicant, engineer, or contractor. The request needs to be justified in writing, authorized by the owner, submitted with a non-refundable fee, and contingent on the availability of the town's consultant and staff to accommodate the request. A proposed fee of \$150.00 above the standard fee will be assessed. The Board agreed with the policy and fee.

Galligan then presented new fees for redesign of approved or existing systems. According to her estimated work chart a major design would cost approximately \$296 in engineering and staff time; a minor design change would cost approximately \$124.00. She is suggesting \$300 for major redesigns and \$100 for minor. She provided examples of both which the Board approved. Fantasia will also have the ability to decide which category is appropriate if a redesign does not fall within the listed categories. The Board agreed with the basic distinctions and the tasks covered. For additional time, Galligan recommended an hourly rate to be set by the Board. Brem was concerned that it would be difficult to estimate the time involved. He suggested following the Board's standard fee structure for additional engineering time (reviews and inspections) and the Board agreed.

It was moved (Galligan) and seconded (Risso) to approve the revised Fee Schedule as presented and amended. Motion passed 4-0-0.

GRANT PROJECTS:

Tobacco free housing grant – The Board had received a Wellness Grant from the state to promote tobacco free housing in town, particularly senior multi-unit housing. The project coordinator Terry Curran met with the Board and reported on the research she had done with other communities and housing agencies. Almost all state and federal housing is smoke free. Smoking is not only a risk to the smoker but also to visitors, and home health workers due to second and third hand smoke exposure. Boston and Springfield have issued a smoking ban in public housing. Boston took one year to impose the regulation to allow smokers the opportunity to attend smoking cessation programs. It is not discriminatory to prohibit smoking since no one has the right to smoke. The public however does have a right to a smoke free environment since second and third hand smoke can cause or exacerbate health problems. The Board asked what happens with elderly smokers who may not have housing options. Curran said this can be difficult because a very elderly smoker is probably not concerned about health risks. The key is providing a process to stop. The management company of Carlisle Elderly Village imposed a non-smoking ban last January. There is at least one senior resident who smokes. It is unclear how this is being managed. The question of enforcement is difficult.

One part of the grant funded project will be to provide guidance to the Benfield Farms Senior Housing. Peabody Properties which will manage the town owner facility has a non-smoking policy in the buildings. It is stated in the tenant's lease. Residents will know beforehand that smoking is not allowed in the buildings. There will be a designated smoking area outside. Curran will provide guidance based on some best practices. The Board agreed that having to go a distance out doors in bad weather may not work.

Fantasia explained that Curran's work will also be included in the UMass Medical School project on fire related injuries and deaths as a result of smoking and medical oxygen. Of the five students in the project, two are volunteer firefighters and one is an EMT so they already have some experience with this issue. The Fire Chief and Council on Aging are interested in this project. Curran agreed that there are tremendous risks involved not only with smoking but other kinds of igniters. Patients and family members may not be aware of these risks. There is very little that is regulated on the use of medical oxygen and most people are unaware of the risks. An oxygen saturated area can be ignited by a variety of means including an electric shaver, hair dryer, or other home appliance. Curran, Galligan and Fantasia had participated in a webinar on medical oxygen risks hosted by the National Fire Fighters Association.

Curran said she is also looking into medical marijuana which is now legal in Massachusetts. The Board noted that this does not always involve smoking. Marijuana can also be ingested. The Board thanked Curran for her work which will be completed in September.

Teen worker safety project – Frances Lu, a student at the BU School of Public Health, was assigned to the Board to promote teen worker safety and also prepare a report on local community health statistics. This research will be helpful in securing future grants and in identifying local health issues for the Board.

Lu had obtained free brochures and handouts which were distributed at the Board's Old Home Day Booth. She is writing an article for the Carlisle Mosquito and material for the website. Galligan had proposed the topic for a Dept. of Public Health grant which the Board received. Lu is also looking into other venues for promoting the work, including the Center for Teachers and Parents who expressed interest. It might be possible to organize a workshop with a speaker for parents. Galligan said young workers often do not inform supervisors about injuries. Family insurance often covers the cost of any medical expenses so the injury is not identified as work related. Cuts and burns are the most frequent injuries. The Board thanked Lu for her work and will be interested in the results of her research.

DISCUSSION ITEMS continued:

Arbovirus surveillance – The Board reviewed the latest surveillance report from the state. There have been no confirmed cases of West Nile Virus (WNV) in Carlisle this year as was reported in the Carlisle Mosquito. Fantasia checked with the state epidemiologist who said they would not expect any human cases in the state so early. One mosquito tested positive on 6/25/13 in Plymouth County. Typically the virus spreads to humans in August and September when there are enough mosquitoes to transmit the virus to humans. Most people are unaware that they have contracted WNV unless they have another underlying condition. The recent diagnosis may have been based on the presence of antibodies which can accumulate over a period of 18 months rather than an active virus. A number of residents asked about WNV at the Old Home Day Booth. The Board handed out public health fact sheets on how to avoid mosquito bites.

MINUTES – It was moved (Risso) and seconded (Galligan) to approve the minutes of 5/14/13 as amended. Motion passed 4-0-0. It was moved (Galligan) and seconded (Risso) to approve the minutes of 5/28/13 as amended. Motion passed 4-0-0. It was moved (Risso) and seconded (Margolies) to approve the minutes of 6/11/13 as amended. Motion passed 4-0-0.

Items for follow up: check on the cost of the permitting software currently in use by the Building Dept.; draft a handout for geothermal well applicants (Galligan and Lyman will resume work on this); 389 River Road \$500 fine was paid but they have not picked up the Certificate of Compliance; Middlesex Tick Task Force – ask the Mosquito to publish the article on landscaping; draft a policy on issuing fines for the September meeting.

NEW BUSINESS

Supplementary sewage disposal regulations – the revised regulations, hearing notices and approved minutes will be sent to the state. This is a regulatory requirement. A summary of the regulations needs to be published in the *Mosquito*.

Proposed Revisions to Title 5 – draft is available. Brem said the state is transferring much of the permitting work to local authorities as a cost cutting measure.

There was no further business. Meeting voted to adjourn at 8:40 pm.

Respectfully submitted,

Linda M. Fantasia,
Recorder

Carlisle Board of Health Minutes
Meeting Date: July 16, 2013
Approved: August 13, 2013